

# Environmental Scan of Community Health Worker Assets (ENACT) Working Group Funding Opportunity Announcement (FOA)

**Grant Award:** \$16,000 - \$30,000  
**Webinar:** June 6, 2023, 2-3 PM  
**Application Deadline:** June 16, 2023  
**Funding Decision:** June 28, 2023  
**Project Duration:** June 30, 2023 – June 29, 2024

## Introduction & Overview

This funding opportunity announcement (FOA) is focused on supporting the community health workforce in the state of Illinois. We define this workforce as “community health workers” or CHW, but acknowledge a wide range of terms, names, and job titles apply to this workforce, including (but not limited to) the following:

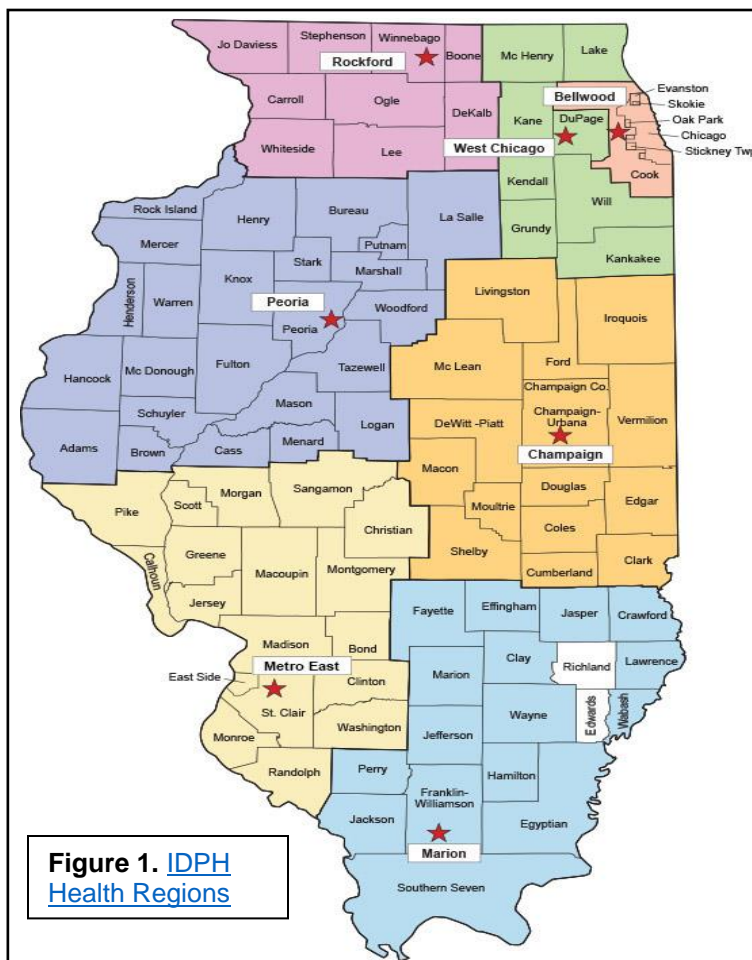
- Community health workers
- Community health educators
- Community health volunteers
- Community health advocates
- Health coaches
- Outreach workers
- Peer coaches
- Promotoras/promotores/promotorxs
- Navigators
- Citizen scientists

## Program Description

The Environmental Scan of Community Health Worker Assets (ENACT) working group is a statewide initiative to identify opportunities that enable career and professional development for community health workers (CHWs) in the State of Illinois (IL). This will be facilitated by the University of Illinois Cancer Center on behalf of the Illinois Department of Public Health as part of a larger effort to understand statewide efforts that support CHWs in Illinois. The working group will include up to **twelve (12)** CHW engaged agencies in Illinois. We are excited to engage agencies who will leverage this opportunity to enhance their capacity for CHW professional development, training, and support. These will be 1-2 local organizations from **each Illinois Department of Public Health (IDPH) Health Region** (Figure 1). The ENACT working group will determine how to optimize access / reach, delivery, appeal, and effectiveness of professional development opportunities for CHWs in Illinois. We will also use this opportunity to inform CHW engaged agencies and their networks about the State’s CHW Certification and Reimbursement Program for mutual and ongoing alignment.

## Key Takeaways

- **Application Link:** <https://redcap.link/ENACTFOA>
- **Eligible applicants** will be agencies that support local CHWs, including offering activities and resources that are accessible, appealing, and useful to diverse CHWs (e.g., gender, race/ethnicity, language, working experience, economic status, educational status, creed). Agencies seeking to enhance their training capacities through this funding opportunity are encouraged to apply.
- **Awardees will work with the University of Illinois Cancer Center** to identify how to optimize career development opportunities for CHWs in Illinois, with a total budget of up to \$30,000.
- **Applications are brief** – online application form, letters of support, and budget justification.
- **Up to twelve (12) organizations will be selected and announced by June 28, 2023.**



**Figure 1. IDPH Health Regions**

**Grantee Activities & Deliverables.** Awarded applicants will:

1. Actively participate in regular ENACT working group meetings, including information gathering, and interpretation of data on the acceptability, delivery, feasibility, and sustainability of CHW career development opportunities, including initial trainings and upskilling opportunities, in their region and throughout the state.
2. Identify and invite CHWs and CHW stakeholders (e.g., educators, trainers, coaches, employers) in their region to participate in information gathering activities (interviews, focus groups, surveys, and observational data) to understand the current context and opportunities for enhancing the delivery of CHW professional development and CHW employment opportunities, in terms of improved access / reach, delivery, appeal, and effectiveness. Characterize how professional development activities relate to Equity, Inclusion, and Diversity concepts and address health-related social needs in marginalized communities.
3. Co-develop an interactive map of available resources and networks for CHW professional development, for their specific region, including (but not limited to)
  - a. Trainings / curricula / websites / other educational materials
  - b. Educators / trainers / coaches for initial and continuing CHW education
  - c. Community colleges/ working groups / coalitions / networks / associations / employers
  - d. Funders / funding opportunities for CHWs, including trainings and health promotion services
4. Co-lead the process of identifying, describing, and gathering CHW professional development materials (e.g., trainings, curricula) and modalities (e.g., online, in-person) available within their region.
5. Assist and guide data collection to capture factors that contribute to the access / reach, delivery, appeal, and effectiveness for CHW professional development, including interviews, focus groups, surveys, and observational data.
6. Assist efforts to understand underlying relationships and dynamics within the infrastructure for CHW professional development and employment, including partnerships and linkages between CHW educators/ trainers / coaches and community colleges / working groups / coalitions / networks / associations focused on CHW development within their region and throughout the state. Identify and partner with agencies to see how CHWs can improve health outcomes in marginalized communities and address social determinants of health (SDOH) within those populations.
7. Assist in developing summary recommendations for enhancing the access and delivery of future CHW professional development resources throughout the state.
8. Share information about the State's CHW Certification and Reimbursement Program as it evolves through for example, informal interactions, forwarding fact sheets from the State to CHW networks in your region.

**Application Form.** The online application link (<https://redcap.link/ENACTFOA>) will include the following questions, which have word limits. You may prepare your responses in the online form or you may prepare your answers and copy/paste them into the online application form.

**1. Contact Information (Required Responses)**

- a. Name the contact person for this application.
- b. Provide the contact person's e-mail address.
- c. Provide your organization's name (no limit).
- d. Indicate whether your organization is a vendor for UIC. If you are a vendor, provide the name and vendor ID. If you are not a UIC vendor, we will ask that you become a vendor, as part of the review process.
- e. In 150 words, provide the IDPH region wherein your organization is located. If your organization serves more than one IDPH region, please list all regions.

2. **Organization history, roles, and experiences (150 words MAX)** – Highlight your organization’s history, roles, and experiences in leading CHW professional development in your IDPH region(s). Feel free to describe any partnerships with other stakeholders that have worked with you to support local CHWs, including other trainers, coaches, community colleges, working groups, coalitions, associations, and others that are in your IDPH region(s).
3. **Organizational reach and access to diverse CHWs and stakeholders (500 words MAX)** – Summarize how your organization reaches diverse CHWs in your IDPH region(s), including how your team has led and/or participated in the development, delivery, and evaluation of activities (e.g., forums for CHWs, support groups for CHWs, online trainings) and resources for local CHWs. For each activity, please describe (as information is available):
  - a. Modality – i.e., in-person, telephone,
  - b. Total number of CHWs you reach and provide the information, below, as is available.
    - Gender
    - Race/ethnicity
    - Language
    - Educational attainment (< high school, high school, college)
    - # years as CHW (approximate average and range)
    - Type of position – volunteer, temporary/seasonal, part-time, full-time
4. **Successful delivery of CHW professional development (400 words MAX)** – Summarize the strategies your organization has used to maximize diverse CHWs’ experience with professional development trainings and resources, including high appeal / satisfaction and impact on their skills in health promotion, education, and navigation. If your organization has plans to expand its CHW training capacity, please describe your approach.
5. **Populations and communities served by CHWs (200 words MAX)** – Describe the populations who are served by your CHWs who participate in your professional development opportunities. Include the approximate number of community members CHWs reach and any relevant demographic characteristics.
6. **Strategies for Stakeholder Engagement (500 words MAX)** - Describe the strategies your organization will use to identify and invite local CHWs and stakeholders (e.g., CHW trainers, coaches, employers) for information gathering activities (both virtual and in-person) in your IDPH region(s), including how you will address potential barriers to participation (e.g., travel, time, technology restrictions). Highlight your organization’s history and experience with co-leading information gathering activities.
7. **Strategies for Collection of CHW Materials (200 words MAX)** – Describe the strategies your organization will use to identify and describe the available materials (e.g., trainings, curricula) from your partners and other stakeholders in your IDPH region(s).
8. **Budget & Budget Justification** – Please provide a brief budget and budget justification with the provided template. Of the \$16,000 – 30,000, 10% of the total budget can be allotted to indirect costs.

Allowable expenses include:

- Supplies
- Staff salaries (including fringe benefits)
- Rental of space for events
- Consulting fees
- Travel
- Conference registration fees

Non-Allowable expenses include the following:

- Equipment (including computers)
- Equipment maintenance and service contracts
- Rental of office or laboratory space for purposes other than engagement
- Construction, renovation, or maintenance of buildings
- Food and beverages
- Participation incentives (e.g., giftcards, etc.)

9. **Letters of Support (optional)**– Submit 1 .pdf that includes up to 3 letters of support from partners, as is applicable. Scanned copies are acceptable. Providing letters of support is not required, but encouraged as is feasible.

**Eligibility Information:** Applicants must be organizations with expertise in supporting CHWs who differ by education attainment, literacy, working experience, and economic status. If you are unsure whether you are eligible, please request clarification from Dr. Leslie Carnahan ([lcarna2@uic.edu](mailto:lcarna2@uic.edu)).

**Submission Process & Guidelines:** Click on the link (<https://redcap.link/ENACTFOA>), which will guide you to an online application form. Here, you will be asked to provide the following information described above.

**Review & Selection Process:** Proposals will be reviewed by a panel of community and academic experts in CHW professional development. Each section has a dedicated number of points which will be used for evaluating the applications. The possible range of points will be 0-20, with competitive applications receiving higher scores that reflect greater impact. Applicants that demonstrate promise to enhance their training capacities, as well as organizations with well-established training programs, will be considered. Applicants from all regions of Illinois will be considered. Awardees will be notified by June 28, 2023.

Higher scores will reflect:

- Reach (1 = Least Likely to 5 = Most Likely): The likelihood that the applicant will be successful in comprehensive engagement of diverse local CHWs and stakeholders within their IDPH region(s).
- Relevance (1 = Least Relevant to 5 = Most Relevant): The degree to which the proposed strategies address the purpose and goals of this funding opportunity.
- Capacity (1 = Least Capacity to 5 = Most Capacity): The history, experience, skills, expertise, and capacity of the organization to carry out the proposed strategies for engaging CHWs and stakeholders in their region as well as contributing to an interactive, comprehensive map of available CHW trainings and resources.
- Feasibility (1 = Least Feasible to 5 = Most Feasible): The likelihood that the applicant can successfully engage CHW networks, obtain CHW resources/materials, and address the purpose of this funding opportunity.

**Post Award Guidelines:**

- Once awarded, the University of Illinois Cancer Center finance team will work with the grantees, including establishing them as vendors and establishing quarterly invoicing processes.
- Grantees will work on aforementioned deliverables, including required participation in workgroup meetings and other activities (e.g., attending CHW State Alignment Team (C-STAT) meetings).
- Grantees will provide brief updates every quarter / 3 months.